

## Loughborough College Job Description

### 1. Job Details

Job Title: **Hair and Beauty Technician**  
 Competency Level: **Business Support 1**  
 Job Number:  
 Reporting To: **Curriculum Manager**  
 Department: **Service Industries**  
 Annual Salary (FTE): **£8,098.82 – £9,390.58 per annum based on 0.5358**  
 Date: **July 2017**

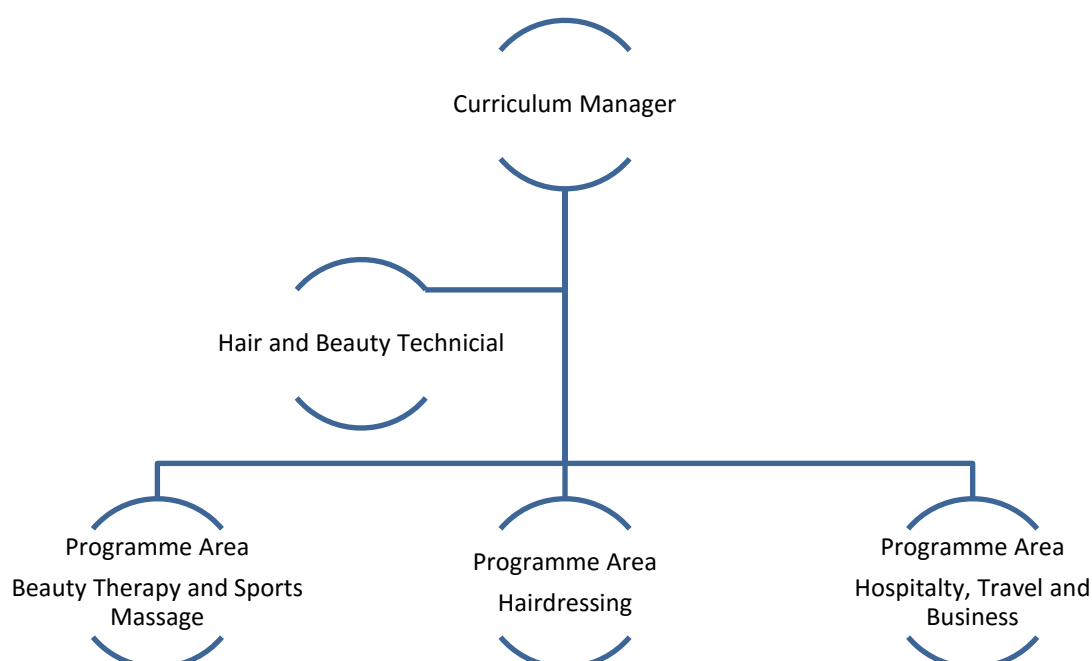
### 2. Job Purpose

The purpose of the job role is to provide technical support to Hairdressing, Beauty Therapy and related subjects. The role will include co-ordinating resources and managing health and safety process.

### 3. Dimensions

- a) Work closely with the Curriculum Manager and finance department to ensure financial regulations are maintained whilst securing the best possible resources for the department.

### 4. Organisation chart



## 5. Key Responsibilities

- Be responsible for the replenishment and maintenance of stock (tools, equipment and products) used on the Hair, Beauty and Sports Massage programmes.
- Management of stock and equipment to include preparing orders, regular stock taking, daily control and management of systems, liaising with staff, checking deliveries and dealing with inaccuracies and queries.
- Monitoring of salons to ensure a clean and safe working environment.
- Working in collaboration with academic staff to implement effective processes that supports students in completing technical and dispensary duties.
- Liaison with and supporting academic staff.
- Check basic operation and maintenance of equipment, e.g. specialist beauty equipment, hairdressing equipment, interactive whiteboards etc. as required by the Department.
- Arrange and check furniture and equipment to ensure that health and safety is maintained and hazards are avoided
- Maintain storage and display facilities including the supervision of students assigned to these areas.
- Develop a library and a catalogue of commercially available materials.
- Liaise with central support staff e.g. maintenance staff, IT technicians etc. to ensure the smooth running of the technical area.
- Complete and update Health & Safety records COSHH and Risk assessment Data Sheets.
- Co-ordinate the Testing of Portable Appliance Inspecting and testing equipment in accordance with PAT test regulations.
- Support the curriculum in ensuring that learners have a positive experience at college.
- Undertake other tasks, as directed, to meet the needs of the College; work flexibly; and take personal responsibility for retaining and developing competence
- Support, comply and promote the College's equality and diversity, health and safety, British Values, safeguarding, and other policies, processes, arrangements and objectives.
- To adhere to the Risk Management Policy.
- Encourage the awareness of risk within your department, ensuring that responsibility for risk management is effectively embedded and that all risks identified are reported through the appropriate college system.

## 6. Key Result Areas

Action	Result
Ensure resources are sufficient, safe and in place to support curriculum delivery	Positive learner experience and effective curriculum delivery
Implementation of stock management system	Better use of resources leading to improved financial viability
Adhere to college policy in relation to H&S and financial management	Safe work environment and better value for money
Support curriculum to ensure learner involvement within the technical and dispensary area is safe and purposeful providing a positive experience for the learner	Efficient use of time resulting in improved performance within the technical and dispensary areas

## 7. Key Working Relationships and Communications

**Internal:** External Suppliers and Stakeholders, Curriculum Managers, Curriculum staff, Learners, Administration Staff, Support Services Staff, College Service

**External:** Customers, Suppliers, Outside agencies

## 8. Scope for Impact

*Not applicable*

## 9. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
<b>Accountable</b> - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Continually improves own performance and increases skills and knowledge. Works efficiently; makes best use of the College's resources. Manages own health, safety and wellbeing; complies with College policies.	<b>Entrepreneurial</b> - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
<b>Agile</b> - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Handles change with responsiveness and adaptability. Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. Understands customer expectations; delivers consistently high quality service. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	<b>Inspiring</b> - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Own actions and behaviours are inspiring and engage others. Enthuses others with accurate and relevant subject knowledge. You listen to people and allow their thoughts and ideas help you perform your function better.

<p><b>Engaging</b> - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i></p>	<p>Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter. You understand the goals of your team or department and you understand how your contribution impacts on achieving these.</p>	<p><b>Integrity</b> - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i></p>	<p>Own work consistently contributes to the strategic aims of the College. Own work consistently contributes to the strategic aims of the College. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
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## 10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a First Aid Certificate or be willing to work towards one		✓	A
2.	Hair or Beauty Level 2 qualification	✓		A
3.	Customer Service Level 2		✓	A
4.	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	✓		A/I
EXPERIENCE				
5.	Significant experience of customer service	✓		A/I
6.	Significant experience of working within the hair and beauty, or leisure industry	✓		A/I
7.	Evidence of effective use of ICT to set up and maintain records of stock, customer bookings, etc	✓		I/T
8.	Experience of working without supervision	✓		A/I
9.	Experience in stock management and control	✓		A/I/T
10.	Experience of managing budgets	✓		A/I
11.	Working with young people	✓		A/I
SKILLS & KNOWLEDGE				
12.	Excellent communication skills - to a diverse range of stakeholders at all levels	✓		I
13.	Excellent planning, administration and organisational skills	✓		I
14.	Work flexibly and to deadlines	✓		I
15.	Work autonomously and as a part of a cross-curricular team	✓		I
BEHAVIOURS				
16.	Work effectively with colleagues as part of team	✓		I
17.	Comply with professional standards at work	✓		I
18.	Show commitment to the improvement and maintenance of standards	✓		I
19.	Promote the College's equal opportunities policy and practices	✓		I
20.	Ensure the safeguarding of centre users	✓		I

## Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **July 2017** and may be amended in light of changing circumstances following discussion with the post holder.

## 11. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	